

GOVERNMENT AND/OR CONTRACT EMPLOYEE'S FINAL CLEARANCE

(Both sides of this form must be completed and turned in to the Finance & Accounting Office prior to departure of employee)

Name _____ Date of Separation _____

Office _____

All items should be initialed and dated (If not applicable use N/A). When completed this form must be given to the Finance & Accounting Office, room 1828.

1. Supervisor:

- a) Hand receipted property items turned-in:
- b) All keys turned-in:
- c) Mandatory physical completed if required:
- d) TAPES completed: Yearly () Interim () or Special ()
- e) Complete travel file (previous 6 years 3 months) of all travel documents are on file (file no. 1hh) for future audit purposes:
- f) If employee is a Security Administrator(SA), have the adapter boards on all PC's they administered been deactivated:
- g) If employee is a Responsible Employee on any CEFMS work item, has the employee been removed and a new employee named:
- h) If employee has a LAN user account (access to any computer network services) the supervisor must complete the Delete User Account Information Sheet (<https://intranet.lrp.usace.army.mil/im/deluser.doc>) and e-mail it to IM-SO, Cheryl Atwater:
- i) Encouraged employee to complete Department of the Army Exit Survey at website <http://cpol.army.mil/survey/exitsurvey/survey.html>
- j.) If employee is receiving the Mass Transit Fringe Benefit has the RM POC been notified to remove their name from the list:

2. Contract Officer: Room 727

- a) Visa credit card turned-in:
- b) Ordering officer designations terminated:

EMPLOYEE'S FINAL CLEARANCE (Continued)

3. Security Officer: Room 1822 *Only required for employees who have a security clearance or a Microstation home use license.*

Security debriefing completed:

If employee has a Microstation home use license, has the employee deleted all Microstation software from their non-government owned computer and has the software/materials been returned to the system administrator. Has the employee signed the bottom of the Microstation Home Use License Agreement memo attesting to the above:

4. Records Management Officer: Room 2032

All charged out records/reference publications returned:

5. Communications Officer: Room 2032

Telephone credit card returned:

6. Librarian: Room 2032

All charged out books and reference material returned:

7. Information Management Officer: Room 2032

a) Smart card turned-in:

b) User IDs/passwords canceled:

8. Logistics Management Officer: Room 1900

a) Building access cards (garage or door) and office keys turned-in (*POC Corliss Norris*):

b) *If Hand receipt Holder*: 100% inventory conducted and property transferred to another employee:

9. Human Resources Officer: Room 2013

a) ID card turned-in:

b) Final outprocessing completed:

10. Finance and Accounting Officer: Room 1828

a) Government Travel credit card turned-in:

b) All outstanding travel advances or debts due the government are resolved:

c) CEFMS cleared:

REMARKS: